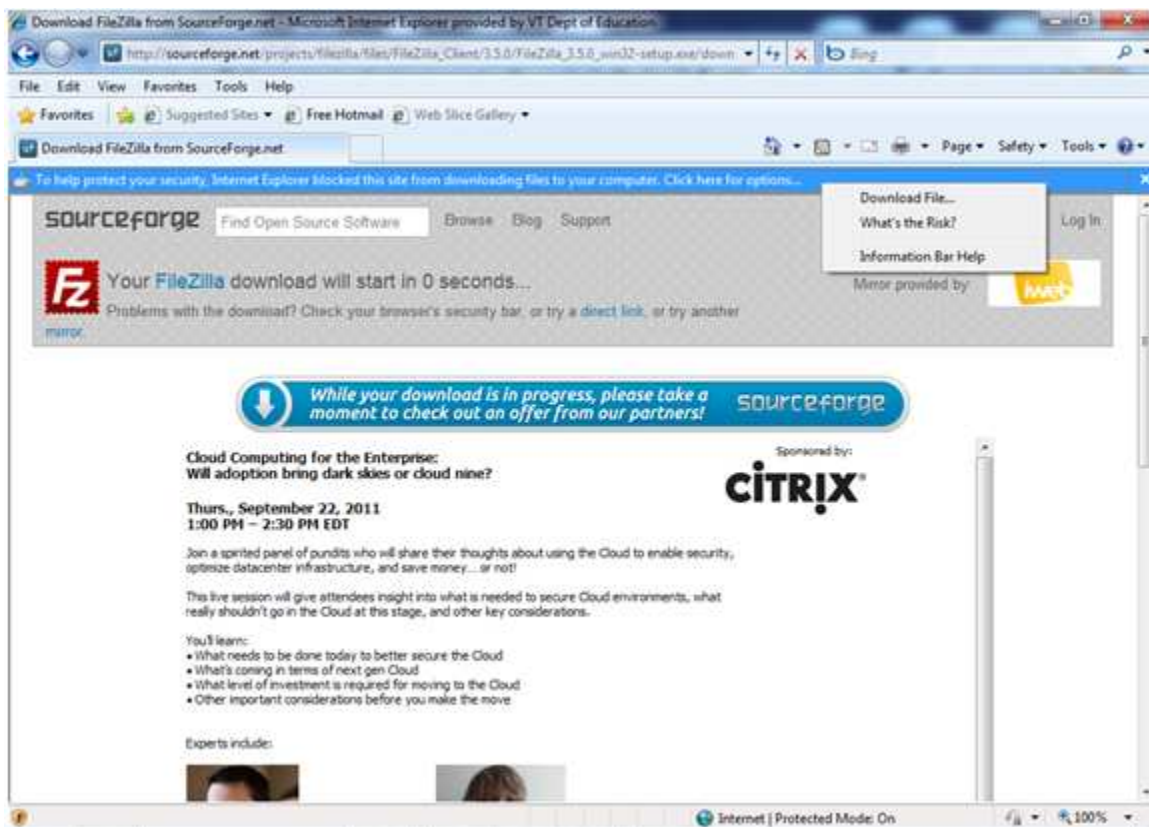


Instructions for Setup and Connection to Agency of Education Secure FTP(SFTP) server.

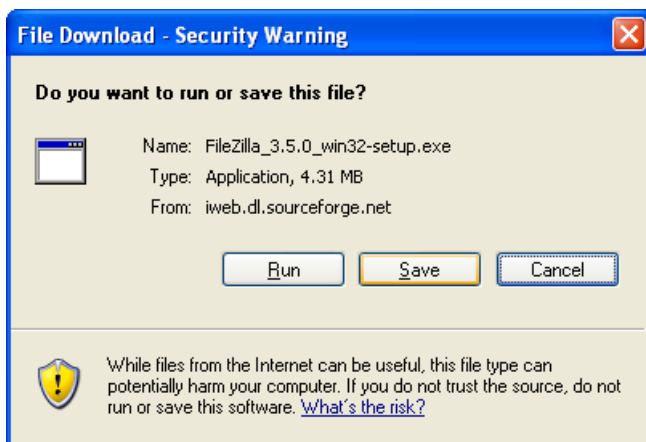
Download the Filezilla program at:

http://sourceforge.net/projects/filezilla/files/FileZilla_Client/3.5.1/FileZilla_3.5.1_win32-setup.exe/download

You will see the screen picture below. The download should start shortly, if it does not you can click on the “direct link” in the browser window. You might receive a security ribbon, click on options and download file.



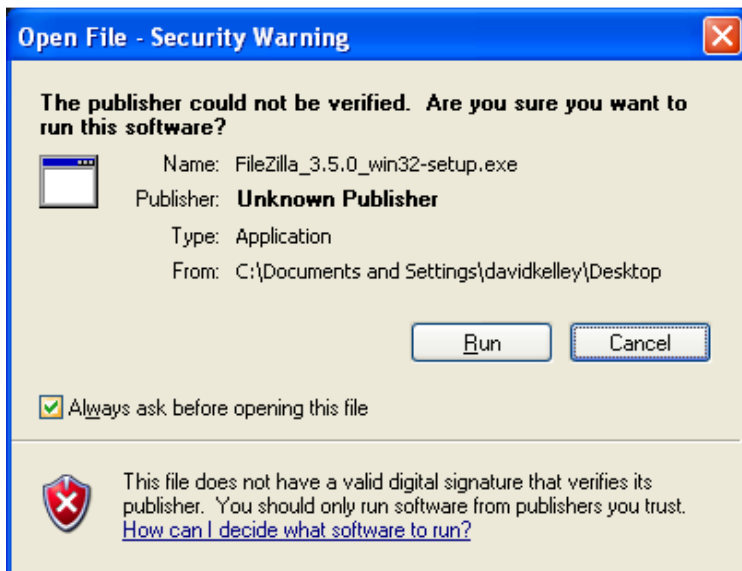
When the file is ready to begin the download you will see the screen below



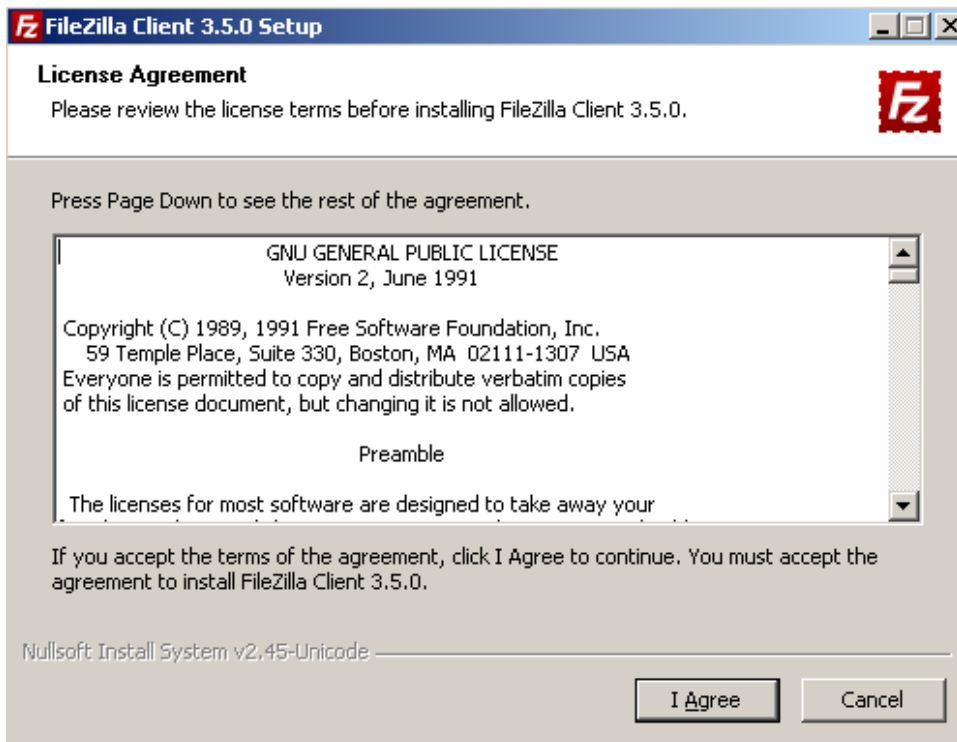
Click on Save. Save the file to your desktop or someplace that you can easily find it.

Once the download is complete go to your desktop or the location you saved the file to and double click the file you saved.

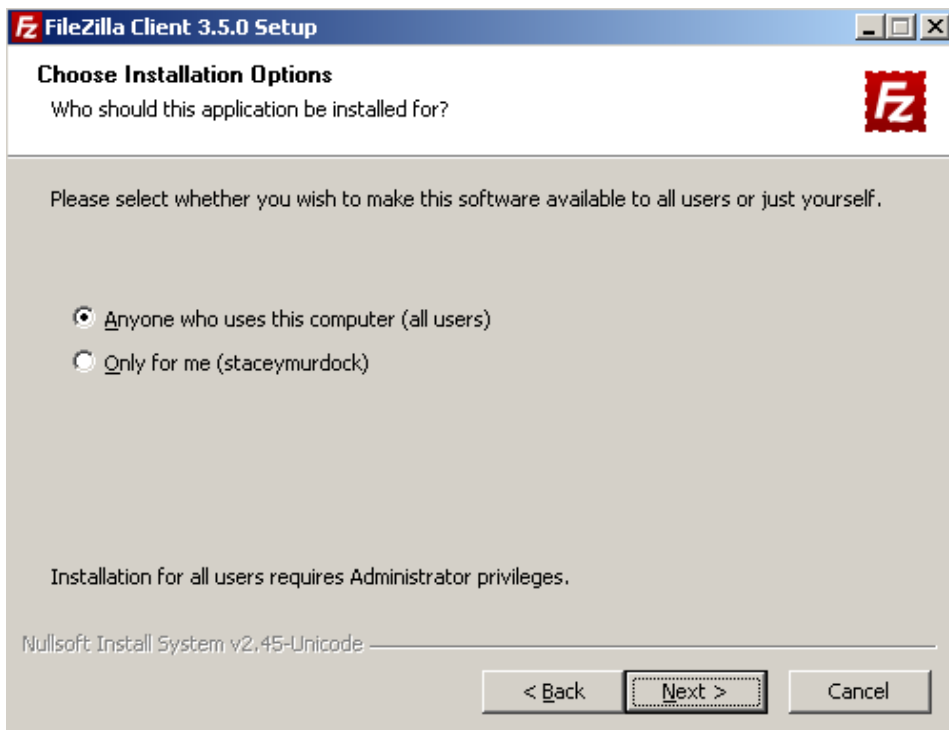
This security message will appear, choose the “Run” option



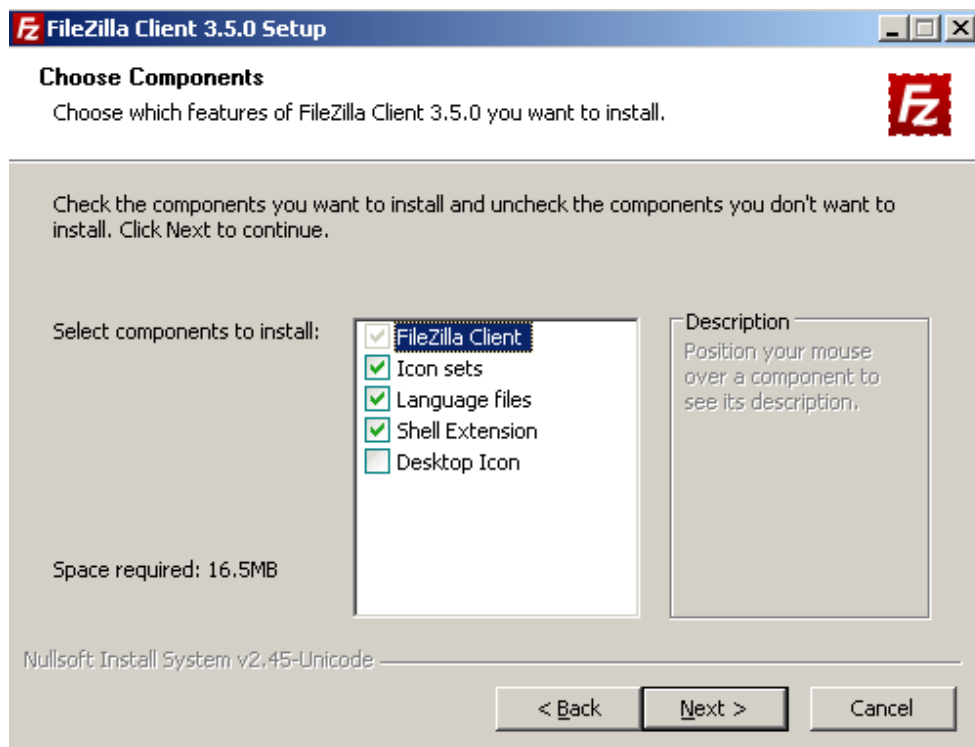
The program will then walk you through the rest of the setup for Filezilla.



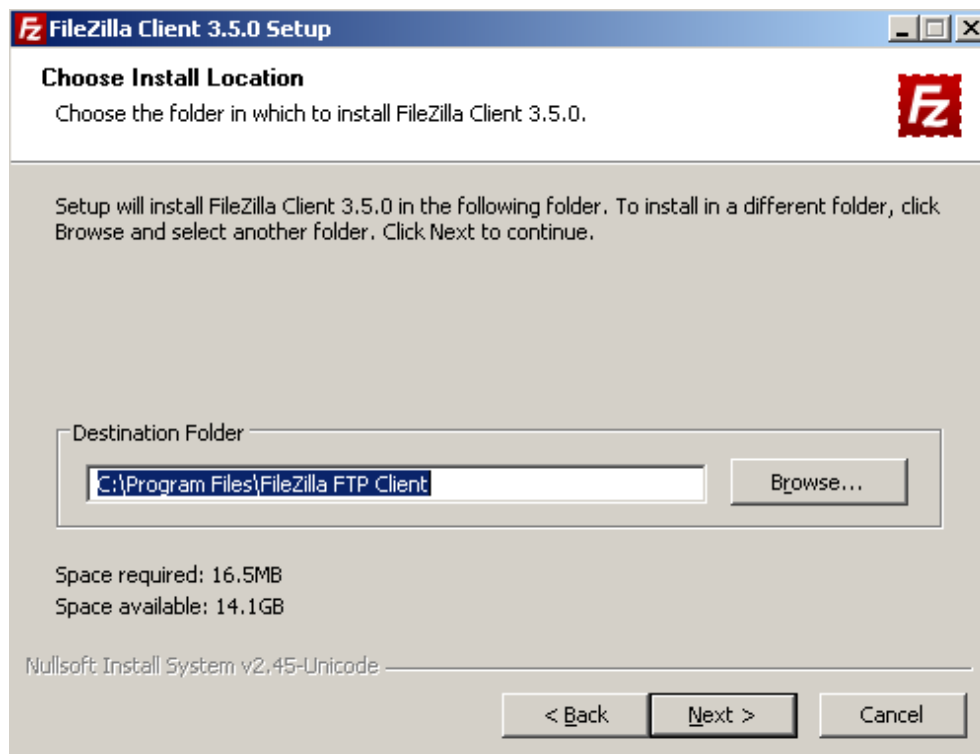
Click on I Agree button



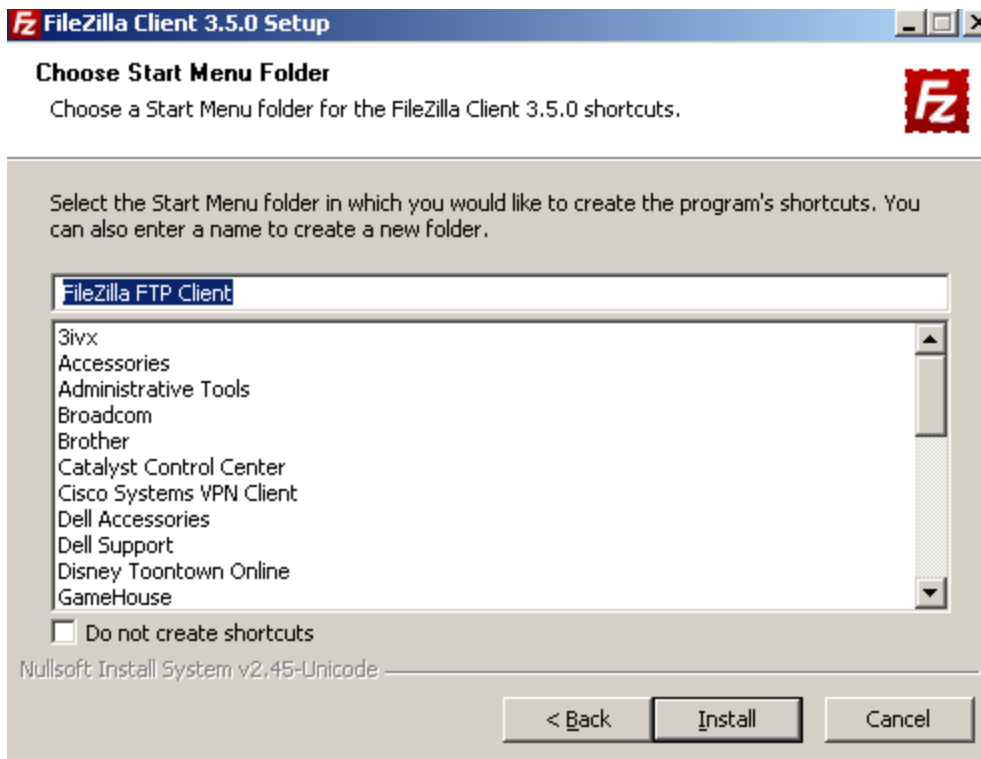
Select preference on users and click Next.



Click next.

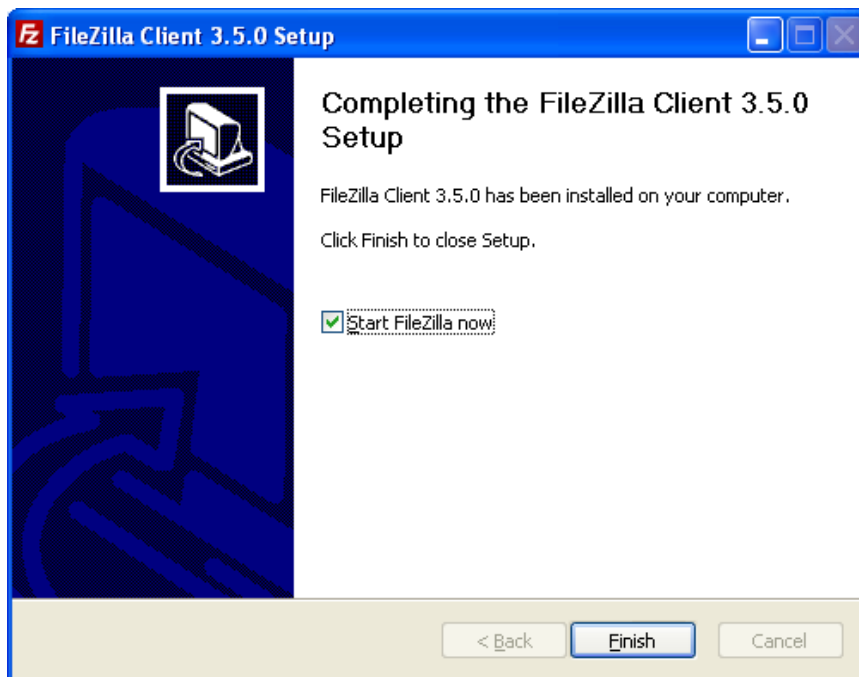


If you would like to install in a different file, click on the browse button and select the destination. When ready click on Next.



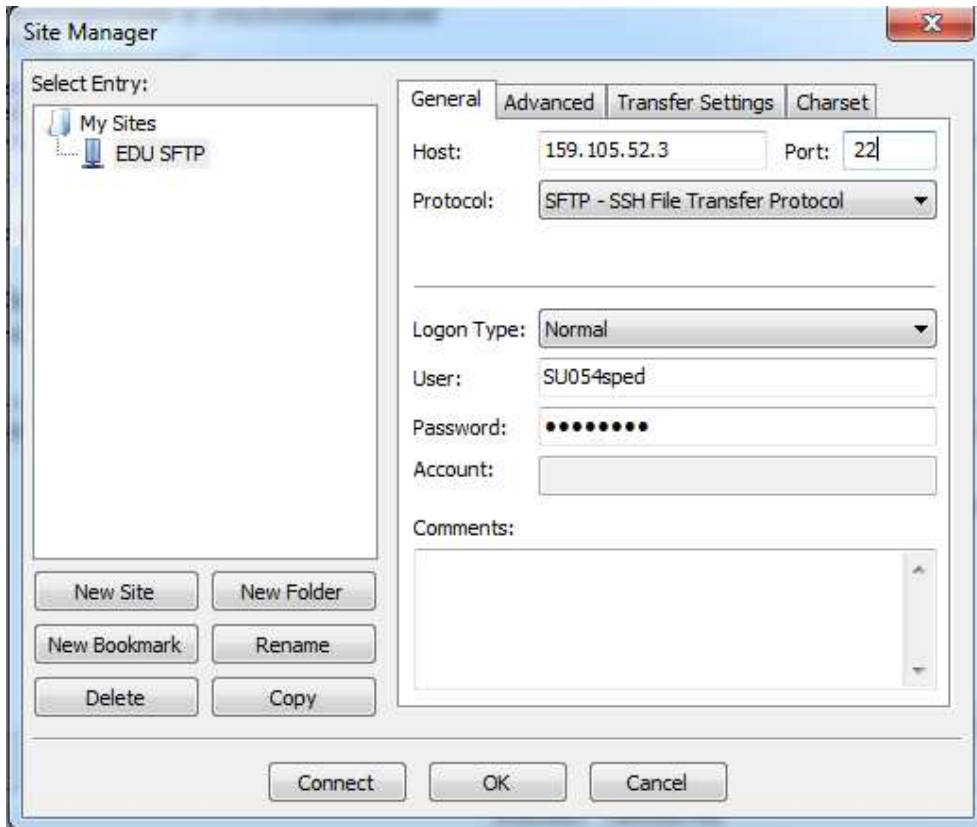
Click on Install.

Once the setup is complete you will receive this message.

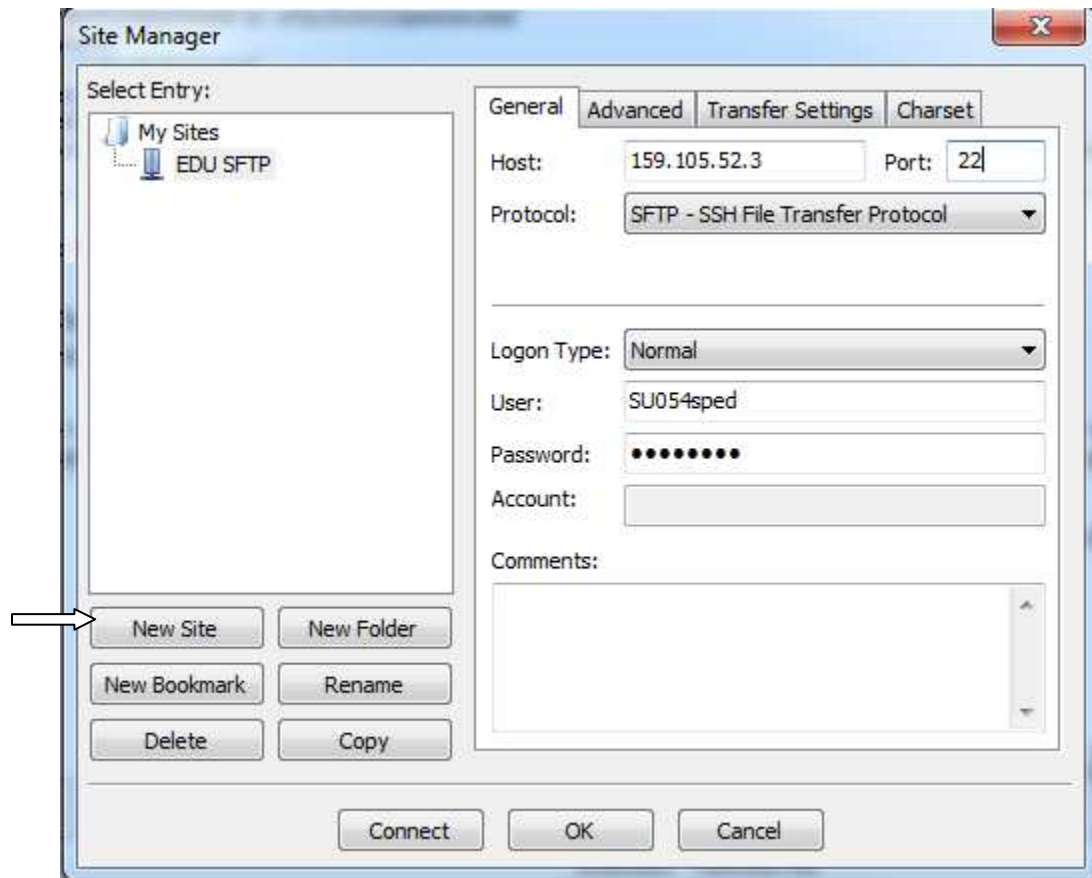


Click finish and Filezilla will open. (To open this program later, go to your Start Menu under All Programs one of the options will be Filezilla FTP Client).

Once the program opens, choose from the menu “File” and “Site Manager”.



On the right side, enter 159.105.52.3 in the Host box and 22 for the Port.
Select SFTP – SSH File Transfer Protocol for Protocol.
Select Normal for the Logon Type.

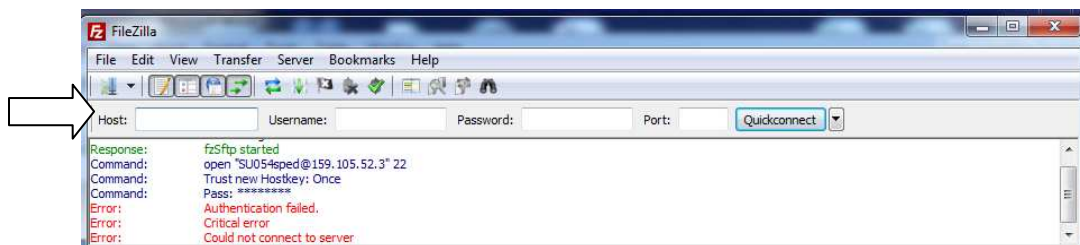


On the left side, under “Select Entry”, click on “New Site”. Click on Rename and type EDU SFTP.

Your User and Password will be supplied to you via email by DOE.

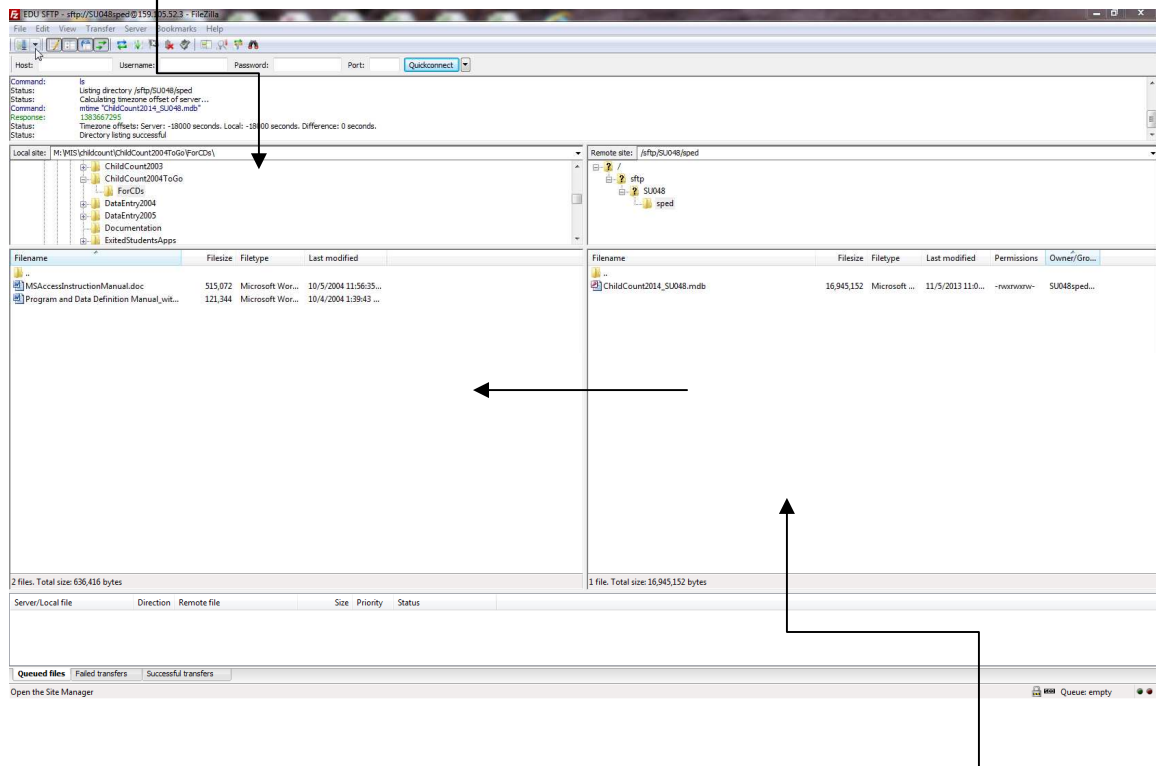
Click on “Connect” button.

If you receive Error messages (they will be in red), type in the Host, Username, Password and Port and click on Quickconnect.



To transfer files from the Agency of Education to your computer simply click and drag the files from the AOE server to a location on your computer.

Folders on your computer.



Files on AOE server.